

AEEA MANAGER

The American Embassy Employees Association in Conakry is seeking an US Citizen Eligible Family Member (USEFM) or MOH for employment in country for the position of Manager.

Open to:	U.S. Citizen Eligible Family Members (USEFMs) and Embassy Conakry EFMs and MOHs.
Opening Date:	September 1 st , 2020
Closing Date:	October 16 th , 2020
Work Hours:	Part time; 20 hours/week
Salary:	Contact the AEEA council.
Conditions:	3-month trial contract
Apply via:	Email resume to ConakryAEEA@state.gov

NOTE: THE USEFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE ELIGIBLE TO APPLY.

Basic Function of Position:

Areas of Responsibility will include the management of association operations, activities, and retail shop.

Retail Shop:

- Manage the staff
- Ensure the facility remains in good repair
- Conduct routine inventories of items and audits
- Conduct routine billing and collection of payment
- Order inventory as needed
- Conduct satisfaction and customer needs surveys
- Meet with vendors as needed

General Operations:

- Attend all board meetings
- Maintain a complete and accurate system of accounts; submit reports monthly to board members
- Adhere to spending limits set by board
- Coordinate community activities and announcements with the CLO coordinator
- Update association's SharePoint site as required
- Present proposals for activities or improvements to the board

Note: The AEEA Manager is not an employee of the Department of State, or the US government.

Qualifications Required:

- Education: Minimum of a high school diploma
- Prior work experience: 2 years' experience as a manager
- Language proficiency – able to speak, read and write English. Preference is given to applicants with a Level II (Limited Working Proficiency) ability to speak and read French.
- Job knowledge: Familiarity with Microsoft Office, QuickBooks, and email programs
- Skills and Abilities: Must be logical, organized, able to supervise and negotiate effectively, have patience, tact, and flexibility. Ability to multi-task is essential.
- Security: Ability to pass a background inspection

Benefits:

- Private office will be provided
- FICA contributions and U.S. Federal Income Tax withholdings shall be deducted in accordance with regulations and rulings of the Social Security Administration and the U.S. Internal Revenue Service, respectively.
- Distance-learning training via the internet; training in U.S. may also be an option, based on available funds

To Apply:

Email resume and any other supporting documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above to ConakryAEEA@state.gov